



# ENVS1000

## Environment Skills

Session 1, In person-scheduled-weekday, North Ryde 2025

*School of Natural Sciences*

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### Disclaimer

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## General Information

Unit convenor and teaching staff

Lecturer

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Contact via 02 9840 8429

12WW 225

by appt

Credit points

10

Prerequisites

Admission to BEnv

Corequisites

Co-badged status

Unit description

This core skills-based unit introduces students to the employability and technical skills that are essential for a career in the environmental sciences, and lays the important groundwork for subsequent units in the Bachelor of Environment. The unit is delivered through a series of online modules, masterclasses and practical sessions, aimed at providing a fundamental understanding of what each skill is and why it is important. Opportunities for practical hands-on experience in the field and laboratory are also provided so that each student can be developing their capabilities and confidence in mastering these essential employability and technical skills.

Learning in this unit enhances student understanding of global challenges identified by the United Nations Sustainable Development Goals ([UNSDGs](#)) Quality Education; Life on Land

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Demonstrate an understanding of the technical and employability skills that are needed to work effectively in environmental roles.

**ULO2:** Describe why each skill is important and show using examples, how they are applied in different contexts.

**ULO3:** Achieve a basic level of competency in operating some of the tools and equipment that are commonly used in the office, laboratory and field by environment professionals.

**ULO4:** Demonstrate professional qualities and behaviours, including expertise in writing a formal email, and compliance with work, health and safety requirements when in the laboratory or in the field.

**ULO5:** Engage with feedback from others and undertake self-review, reflecting on how these apply to your performance both as an individual and as a team member.

**ULO6:** Show evidence of skills development by recording achievements in an ePortfolio, and demonstrate an understanding of the transferability of these skills within and between different disciplines.

## General Assessment Information

### Requirements to pass this unit

To pass this unit students must

- Take part in all activities and,
- Achieve a total mark equal to or greater than 50%

**Assessment Criteria** Assessment at Macquarie University is standards-based, as outlined in the Assessment Policy. This means that your work will be assessed against clear criteria, and these criteria will be made available when the assessment tasks are released to you on iLearn.

**Submission of Assessments** All assignments must be submitted online through Turnitin unless otherwise indicated. Links for the submission of each assignment will be available on iLearn. The due dates for all assessment tasks are not negotiable. If you have commitments that will significantly impact your study during the session then you must plan for this in advance as part of an effective individual study plan and you may need to contact the unit convenor for advice.

**Marking of Assessments** Assignments will be marked through Turnitin and feedback will be noted on the assignment. Do not submit your assignments via email or in hard copy. Your grades will be returned using the Grades Report on iLearn. Grades from quizzes and the exam will also be made available on iLearn. We aim to return your assignments with feedback within two to three weeks of the date that you submit your assignment, and before your next assignment is due. We appreciate your patience and will advise you through iLearn when your marked assignments and feedback are available for viewing.

**Submission deadlines** Online quizzes, in-class activities, or scheduled tests and exam must be undertaken at the time indicated in the unit guide. Should these activities be missed due to illness or misadventure, students may apply for Special Consideration. All other assessments must be submitted by 11:59 pm on their due date. Should these assessments be missed due to

illness or misadventure, students should apply for Special Consideration.

### Late Assessment Submission Penalty

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark of the task) will be applied for each day a written assessment is not submitted, up until the 7<sup>th</sup> day (including weekends). After the 7<sup>th</sup> day, a grade of '0' will be awarded even if the assessment is submitted. The submission time for all uploaded assessments is **11:55 pm**. A 1-hour grace period will be provided to students who experience a technical concern.

For any late submission of time-sensitive tasks, such as the final exam, please apply for [Special Consideration](https://connect.mq.edu.au/). <https://connect.mq.edu.au/>

### Special Consideration

The [Special Consideration Policy](#) aims to support students who have been impacted by short-term circumstances or events that are serious, unavoidable and significantly disruptive, and which may affect their performance in assessment.

*Written Assessments:* If you experience circumstances or events that affect your ability to complete the written assessments in this unit on time, please inform the convenor and submit a Special Consideration request through <https://connect.mq.edu.au>

If you miss a weekly practical class for any reason please follow through with the online content and class material when they are posted - please contact your convenor if you miss a follow on activity - such as the Spark Plus peer review.

Note that a Special Consideration should **only be applied for** if you miss more than three of the weekly practical classes.

**Extensions for Assessments** To obtain an extension for an assessment task, you will need to follow the formal process as outlined in the Special Consideration Policy, and you must provide appropriate supporting documentation (e.g. medical certificate - see advice for Special Consideration requests) and apply through <https://connect.mq.edu.au>. The final decision regarding the granting of an extension and/or a late penalty lies with the unit convenor. Permission for extension must be sought well before the due date unless this is absolutely impossible. Let us know of problems in advance or as soon as possible, not after the event: we are likely to be much more sympathetic and flexible in our requirements if you follow this advice.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Enterprise skills eportfolio</a>	30%	No	04/04/25 11:59 pm
<a href="#">Environmental Skills Assessment</a>	30%	No	23/05/25 11:59 pm
<a href="#">Timed assessment</a>	40%	No	Week 13 during class time

## Enterprise skills eportfolio

Assessment Type <sup>1</sup>: Portfolio

Indicative Time on Task <sup>2</sup>: 23 hours

Due: **04/04/25 11:59 pm**

Weighting: **30%**

Students demonstrate their understanding of Enterprise skills (communication, professionalism, problem solving team work, feedback and reflection) and how they have practiced these skills by providing evidence in the format of an eportfolio

On successful completion you will be able to:

- Demonstrate an understanding of the technical and employability skills that are needed to work effectively in environmental roles.
- Describe why each skill is important and show using examples, how they are applied in different contexts.
- Demonstrate professional qualities and behaviours, including expertise in writing a formal email, and compliance with work, health and safety requirements when in the laboratory or in the field.
- Engage with feedback from others and undertake self-review, reflecting on how these apply to your performance both as an individual and as a team member.
- Show evidence of skills development by recording achievements in an ePortfolio, and demonstrate an understanding of the transferability of these skills within and between different disciplines.

## Environmental Skills Assessment

Assessment Type <sup>1</sup>: Quantitative analysis task

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **23/05/25 11:59 pm**

Weighting: **30%**

The task will test students' practice and mastering of key environmental skills of mapping, observing and recording and data analysis

On successful completion you will be able to:

- Demonstrate an understanding of the technical and employability skills that are needed to work effectively in environmental roles.
- Describe why each skill is important and show using examples, how they are applied in different contexts.
- Achieve a basic level of competency in operating some of the tools and equipment that are commonly used in the office, laboratory and field by environment professionals.

## Timed assessment

Assessment Type <sup>1</sup>: Work-integrated task

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Week 13 during class time**

Weighting: **40%**

Exam-style timed assessment covering all of the content presented in the unit including the online modules and practicals. Assesses students' abilities to apply the skills learnt to a task

On successful completion you will be able to:

- Demonstrate an understanding of the technical and employability skills that are needed to work effectively in environmental roles.
- Describe why each skill is important and show using examples, how they are applied in different contexts.
- Demonstrate professional qualities and behaviours, including expertise in writing a formal email, and compliance with work, health and safety requirements when in the laboratory or in the field.

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

**CLASSES** The class timetable can be found through the Timetable portal. A detailed class schedule with assessment due dates will be made available to all enrolled students through

iLearn. Please note that **all classes start in Week 1** so come prepared to work

**ONLINE MATERIALS** This unit is supported by guided online learning via a series of online components. The link for these components can be found in the iLearn site. Each week you will be expected to complete the component (on a particular theme) for that week in your own study time and before the practical so that you are familiar with the content.

**PRACTICALS** The practicals are 3 hours, once a week. You are expected to attend your nominated (enrolled on estudent) prac every week. The pracs will be very interactive and hands-on, exploring the theme for each week. Make sure that you have completed the weekly online material before attending the prac, as they are designed to provide you with a framework with which to focus your study of the subject and are an essential and important component of the unit. The online learning components are by no means exhaustive on each and every topic, and you are expected to supplement them by reading. The practicals will be structured as small group discussions and tasks - the more you contribute the more you will learn and gain from this unit. The unit has been designed to start your skills mastery journey and you will be able to document this journey throughout your degree by using an eportfolio platform, which will be introduced discussed and started during the pracs.

**FIELDWORK** There is a compulsory 1-day field trip in Week 9 (Saturday 3 May). The location is the Sydney Olympic Park - Brick Pit.

**ASSESSMENTS** There are 3 assessments overall with different percentage weightings ranging from 30-40%. The first two assessments (Enterprise skills eportfolio and Environmental Skills assessment) build on the skills that you will learn and practice in the practicals and at home. The third assessment is the online timed exam at 40%, which will give you the opportunity to apply the skills you have practiced to a real problem.

**Skills Practice** Each week you will be provided with opportunities to practice your enterprise and Environmental skills for the assessments. These tasks carry no weighting but are designed to help you pass this unit. This is because each activity tests a key employability skill and is linked to specific learning outcomes for the unit.

## COMMUNICATION

Contact your convenor via email to ask questions or to make an appointment if you wish to communicate face to face. I will communicate with you via your university email (not gmail or hotmail emails) or through announcements on iLearn. Queries to convenors can either be placed on the iLearn discussion board or sent to the unit convenor from your **university email** address.

## Unit Schedule

Week	Guided online learning	Practicals (~3 hrs per week)	Skills Practice and Assessments
1 24/02	<ul style="list-style-type: none"> <li>Introduction to employability skills</li> </ul>	<b>Introduction</b> Welcome, career literacy and what's your dream job	SKILLS PRACTICE 1: Academic Integrity Module quiz

2 03/03	<ul style="list-style-type: none"> <li>Communicator – Scientific writing</li> <li>Learning – Active Learner</li> </ul>	<b>Writing and Referencing</b> Different styles of writing and referencing	SKILLS PRACTICE 2: Practice your academic writing – Formative assessment – peer reviewed
3 10/03	<ul style="list-style-type: none"> <li>Professional – Act like a Professional and the importance of WHS</li> </ul>	<b>Professionalism</b> Being a professional in the environment sector	SKILLS PRACTICE 3: Professionalism quiz
4 17/03	<ul style="list-style-type: none"> <li>Achiever – Self-review for improvement</li> </ul>	<b>Sell your Skills - ePortfolio</b> How to sell yourself and your brand	SKILLS PRACTICE 4: Develop your first eportfolio page – Formative assessment – elevator pitch in blog
5 24/03	<ul style="list-style-type: none"> <li>Collaborator – Peer review</li> </ul>	<b>Problem Solving and Team work</b> Group based activity	SKILLS PRACTICE 5: Completion of your SparkPlus Formative assessment Peer review
6 31/03	<ul style="list-style-type: none"> <li>Collaborator cont. – Giving, receiving and responding to feedback</li> </ul>	<b>Feedback and Reflection</b> Peer review and reflection using feedback on assessments and feedback from SparkPlus	SKILLS PRACTICE 6: Formative assessment Reflection on how you've responded to feedback in blog  <b>ASSESSMENT 1:</b>  Enterprise Skills eportfolio (30%) - due 4/04/2025
7 7/04	<ul style="list-style-type: none"> <li>Problem solver</li> </ul>	<b>Mapping Skills</b> Reading maps, using a GPS and translating coordinates onto a map	SKILLS PRACTICE 7: Formative assessment GPS treasure hunt in class
<b>BREAK</b>			
8 28/04	<ul style="list-style-type: none"> <li>Achiever – Recording and documenting</li> </ul>	<b>Observing and Recording (field)</b> How to use basic field equipment and record data in a field note book	SKILLS PRACTICE 8: organise your fieldnotes with the new data
9 5/05	<ul style="list-style-type: none"> <li>None – Revise Recording and documenting and Professional</li> </ul>	<b>No prac in lieu of the Field Trip on Saturday 4 May</b>	SKILLS PRACTICE 9: Formative assessment mapping and stratigraphic drawings verbal feedback
	<b>Saturday 3 May: Field Trip to Sydney Olympic Park Brick Pit</b>  <b>Mapping and stratigraphy</b>		



10 12/05	<ul style="list-style-type: none"> <li>Learner – Independent learning and new technologies</li> </ul>	<b>Data Analysis</b>  Data analysis and graphing using Excel and presenting information as figures	SKILLS PRACTICE 8: Formative assessment; practice plotting data and writing captions in blog
11 19/05	None – Revise all modules	<b>No prac – Enhance your employability</b>  Choose a course, workshop or other activity to enhance your employability or technical skills	<b>ASSESSMENT 2:</b>  Environment Skills assessment (30 %) – due 23/05/2025
12 26/05	None – Revise all modules	<b>No prac – Enhance your employability</b>  Choose a course, workshop or other activity to enhance your employability or technical skills	No Tasks
13 2/06	None	<b>ASSESSMENT 3:</b>  Timed assessment ONLINE during class time (40%)	No Tasks

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [connect.mq.edu.au](http://connect.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault

- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via the [Service Connect Portal](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Changes from Previous Offering

This unit was a new offering in 2020 but is strongly based on the Skills mastery material that Kerrie Tomkins and Kira Westaway have been developing for the School of Natural Sciences and for the Faculty of Science and Engineering. In 2025 we have reduced the number of assessments to three but will offer formative formative assessment with different styles of feedback (verbal, written, peer) so you can track your progress throughout the unit.

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Unit information based on version 2025.03 of the [Handbook](#)